

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PRINTING ASSISTANT

I. DEFINITION

This is entry level technical printing work assisting in various phases of estimating and auditing the cost and type of printing and binding work requisitioned by state agencies. Employees in this class function in a specific technical phase of the printing process such as writing printing production specifications or computing net and gross estimated costs of printing orders and related services, or assisting in all phases of printing technician work. Work is performed under direct supervision and is reviewed in process and upon completion for conformance to prescribed procedures and techniques.

Examples of Work Performed:

- Writes detailed printing production specifications. Details the required production steps and channels required by mark-up of the shop work order as it is prepared for shop entry.
- Computes net and gross estimated costs of printing orders and related services.
- Audits invoices for printing and related orders.
- Assists in all phases of printing technician work.
- Keeps records and makes reports.
- Handles follow-up and expediting of difficult in-process or completed orders.
- Performs related work as required.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Some knowledge of printing laws and printing procurement procedures.
- Some knowledge of the methods and practices of all printing trades.
- Some knowledge of the methods of estimating costs of printing and related services.
- Some knowledge of the kinds of printing paper.
- Some knowledge of electrotyping, newspaper advertising, embossing, engraving and binding.
- Ability to determine conformity of completed jobs with specifications.
- Ability to establish and maintain effective working relationships with representatives of printing firms and of state agencies.

Training and Experience:

Three years of responsible diversified experience in the printing trades or an equivalent combination of training and experience.